

---

HRSA EHB USER GUIDE

# Noncompeting Continuation (NCC) Progress Report (for Generic Grants)

## User Guide for Grantees

Last updated on: 03/08/2011



## Table of Contents

<b>1. INTRODUCTION .....</b>	<b>5</b>
1.1. DOCUMENT PURPOSE AND SCOPE .....	5
1.2. DOCUMENT ORGANIZATION AND VERSION CONTROL .....	5
<b>2. BEFORE YOU ACCESS A PROGRESS REPORT .....</b>	<b>7</b>
<b>3. COMPLETING THE PROGRESS REPORT IN HRSA ELECTRONIC HANDBOOKS .....</b>	<b>8</b>
3.1. LOGIN AND ACCESS THE PROGRESS REPORT .....	8
3.1.1 <i>Logging In to the HRSA Electronic Handbooks</i> .....	8
3.1.2 <i>Accessing the Progress Report</i> .....	9
3.1.3 <i>Navigating within the Progress Report</i> .....	15
3.2. STANDARD FORMS (SF-PPR) .....	16
3.2.1 <i>Basic Information: SF-PPR</i> .....	17
3.2.2 <i>Basic Information: SF-PPR-2</i> .....	21
3.2.3 <i>Performance Narrative</i> .....	24
3.2.4 <i>Budget Information</i> .....	27
3.2.4.1 <i>Budget Information: Budget Details</i> .....	27
3.2.4.2 <i>Budget Information: Budget Narrative</i> .....	32
3.2.5 <i>Appendices</i> .....	32
3.3. PROGRAM SPECIFIC INFORMATION .....	37
3.4. REVIEW THE PROGRESS REPORT .....	38
3.5. SUBMIT PROGRESS REPORT .....	40
3.6. SUBMITTING REVISED PROGRESS REPORT .....	42
3.6.1 <i>Edit and Submit Change-Requested Progress Reports</i> .....	42
3.6.2 <i>Cancelled (Overridden) Change Requests</i> .....	44
<b>4. CUSTOMER SUPPORT INFORMATION .....</b>	<b>49</b>
4.1. BPHC HELP DESK .....	49
4.2. HRSA CALL CENTER.....	49
4.3. HRSA PROGRAM SUPPORT.....	49
<b>5. FAQs .....</b>	<b>50</b>
5.1. SOFTWARE .....	50
5.1.1 <i>What are the software requirements for HRSA EHBs?</i> .....	50
5.1.2 <i>What are the system requirements for using HRSA EHBs on a Macintosh computer?</i> .....	50
5.1.3 <i>What are the software requirements for GAAM?</i> .....	50
5.1.4 <i>What document types can I upload?</i> .....	50

## Table of Figures

Figure 1: Added alt text to fig 14 .....	8
Figure 2: 'HRSA EHB Home (Welcome)' Page .....	9
Figure 3: Sample Left Side Menu on 'HRSA EHB Home (Welcome)' Page .....	10
Figure 4: View Portfolio Page.....	10
Figure 5: 'Welcome Page' for the Grant Handbook .....	11
Figure 6: Noncompeting Continuations Page .....	11
Figure 7: Status Page (for Progress Report) - SF-PPR Forms, Budget Information Forms, and Program-Specific Information Forms.....	12
Figure 8: Status Page (for Progress Report) - SF-PPR Forms, Performance Narrative, and Budget Information Forms.....	13
Figure 9: Status Page (for Progress Report) - SF-PPR Forms, and Program Specific Information .....	14
Figure 10: Status Page (for Progress Report) - SF-PPR Forms, and Performance Narrative .....	14
Figure 12: SAMPLE Status Page (for Progress Report) .....	16
Figure 13: SF-PPR Form .....	17
Figure 14: SF-PPR Add Authorizing Official Form.....	18
Figure 15: SF-PPR Contact Information Page (for existing HRSA user).....	18
Figure 16: Notify AO Page.....	19
Figure 17: Notify AO Confirmation Page .....	20
Figure 18: SF-PPR-2 (Cover Page Continuation) Form.....	21
Figure 19: SF-PPR Add Point of Contact Form .....	22
Figure 20: Performance Narrative Form.....	24
Figure 21: Attach Document Page (for Performance Narrative) .....	25
Figure 22: Performance Narrative Form (with Attachment Listed) .....	25
Figure 23: Update Description Form (for Performance Narrative).....	26
Figure 24: Budget Details Form .....	28
Figure 25: Update Budget Categories Form.....	29
Figure 26: Update Budget Summary Form.....	30
Figure 27: Update Non Federal Resources Form.....	31
Figure 28: Budget Narrative Form.....	32
Figure 29: Appendices Form.....	32
Figure 30: Attach Document (for Appendices) Page .....	33
Figure 31: Attach Document (for Appendices) Page (Showing Document <i>to be</i> Attached) .....	33
Figure 32: Attach Document (for Appendices) Page (Listing Attached Document) .....	34
Figure 33: Appendices Form (with Appendix Documents Listed) .....	35
Figure 34: Update Description Page .....	36
Figure 35: SAMPLE Status Overview Page for the Entire Progress Report.....	38
Figure 36: SAMPLE Review Page for Entire Progress Report.....	39
Figure 37: SAMPLE Submit Page.....	40
Figure 38: SAMPLE Submit – NCC Progress Report Certification Page .....	41
Figure 39: NCC Progress Report Confirmation Page .....	41
Figure 40: Sample Change-Request Email .....	42
Figure 41: View Portfolio Page.....	43

Figure 42: Noncompeting Continuations Page .....	43
Figure 43: Sample Change-Request Cancellation Email.....	45
Figure 44: Noncompeting Continuations Page .....	46
Figure 45: Search Parameters Page.....	47
Figure 46: Noncompeting Continuations Page .....	48

## 1. Introduction

### 1.1. Document Purpose and Scope

The purpose of this document is to provide detailed instructions to help grantees complete NCC Progress Reports for their grant within HRSA Electronic Handbook (EHB). Progress Reports in EHBs consist of:

- Standard Information, (i.e., the SF-PPR forms and the budget related forms)
- Program-Specific Information

**This user guide can be used to complete NCC Progress Report for any grant program, except Health Center Cluster Program (H80) grants supported by Bureau of Primary Health Care (BPHC). A separate user guide is available which instructs grantees to complete NCC Progress Report for H80 grants.**

Depending on your program, your Progress Report may require you to fill out the following combinations of forms:

- SF-PPR forms, Budget Information forms, and Program-Specific Information forms
- SF-PPR forms, Performance Narrative, and Budget Information forms
- SF-PPR forms, and Program-Specific Information forms
- SF-PPR forms, and Performance Narrative

**NOTE: None of the screens displayed in this user guide are for real grants.**

### 1.2. Document Organization and Version Control

This document contains 4 sections apart from the Introduction. Following is the summary:

Section	Description
Before You Access a Progress Report	Provides information that grantees need to know before they initiate Progress Reports.
Completing the Progress Report in HRSA Electronic Handbooks	Describes the steps necessary to complete and submit the Progress Report in the Electronic Handbooks.
Customer Support Information	Provides contact information to address technical and programmatic questions.
FAQs	Provides answers to frequently asked questions by various categories.

## Revision History

Date	Reason for change(s)	Author(s)
06/01/2010	Original document	REI - Ed Molin
06/10/2010	<ul style="list-style-type: none"> <li>Restructured document to 'work with' BPHC Progress Report User Guide</li> <li>Included Budget Information section for H80 Progress Reports</li> <li>Addressed initial HRSA comments</li> </ul>	REI - Ed Molin
06/17/2010	Reformatted document for consistency purposes.	REI - Ed Molin
06/30/2010	<ul style="list-style-type: none"> <li>Changed date on cover page to reflect Revision History date</li> <li>Added Change Request section</li> <li>Changed budget related screen shots for non-H80 programs</li> </ul>	REI - Ed Molin
07/12/2010	<ul style="list-style-type: none"> <li>Copied appropriate sections of this document into 2 new documents (for H80 Grants and for non H80 Grants)</li> </ul>	REI - Ed Molin
03/08/2011	<ul style="list-style-type: none"> <li>Changed Budget Info sections to reflect new Budget Details forms displaying remaining Budget Periods</li> </ul>	REI - Ed Molin

## 2. Before You Access a Progress Report

In order to initiate your Progress Report, you will have to access the HRSA Electronic Handbooks (EHBs). To do this, you must register within the EHBs. The purpose of the registration process is to collect consistent information from all users, avoid collection of redundant information, and allow for the unique identification of each system user. Note that **registration within HRSA EHBs is required only once for each user regardless of the organizations they represent.**

If you already have a user account, you do not need to create another account. **Do not create duplicate user accounts.** If you are a new grantee organization user, you need to complete the following two steps to get appropriate access:

1. Individual users from an organization who participate in the grants process must create individual accounts in the system. To get registration guidance, go to <https://grants.hrsa.gov/webexternal/home.asp> and click **Registration** in the left side menu.
2. The user must then associate their account with the specific grantee organization. While searching for your organization, use your 10 digit grant number from box 4b of the NGA. If you recently received a grant from HRSA and have not registered before, this step will be applicable to you. Note that EHBs offers these roles – Project Director, Authorizing Official, Business Official and an Other Employee role. To work on and submit the progress report within the EHBs, please request the Project Director for the grant to assign you appropriate access (i.e. Edit Noncompeting Continuation, Submit Noncompeting Continuation).

For detailed steps on registration information, see *HRSA's Electronic Submission User Guide* (<http://www.hrsa.gov/grants/userguide.htm>).

For assistance in registering with HRSA EHBs, call 877-GO4-HRSA (877-464-4772) or 301-998-7373 between 9:00 am to 5:30 pm ET or email [callcenter@hrsa.gov](mailto:callcenter@hrsa.gov).

### 3. Completing the Progress Report in HRSA Electronic Handbooks

The next step is to complete your Progress Report in the HRSA Electronic Handbook (HRSA EHB).

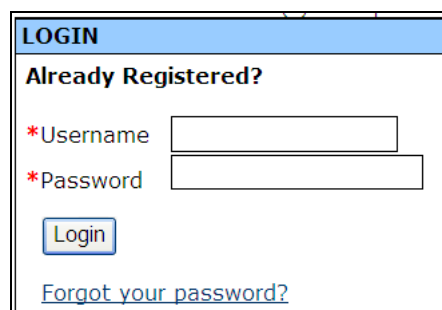
Users new to the EHBs should be mindful that the system times-out after 30 minutes of inactivity. Some forms may take a long time to complete. Users should ensure that they save their work at frequent intervals.

#### 3.1. Login and Access the Progress Report

##### 3.1.1 Logging In to the HRSA Electronic Handbooks

1. Point your browser to <https://grants.hrsa.gov/webexternal/login.asp>.
2. Enter your username and password.

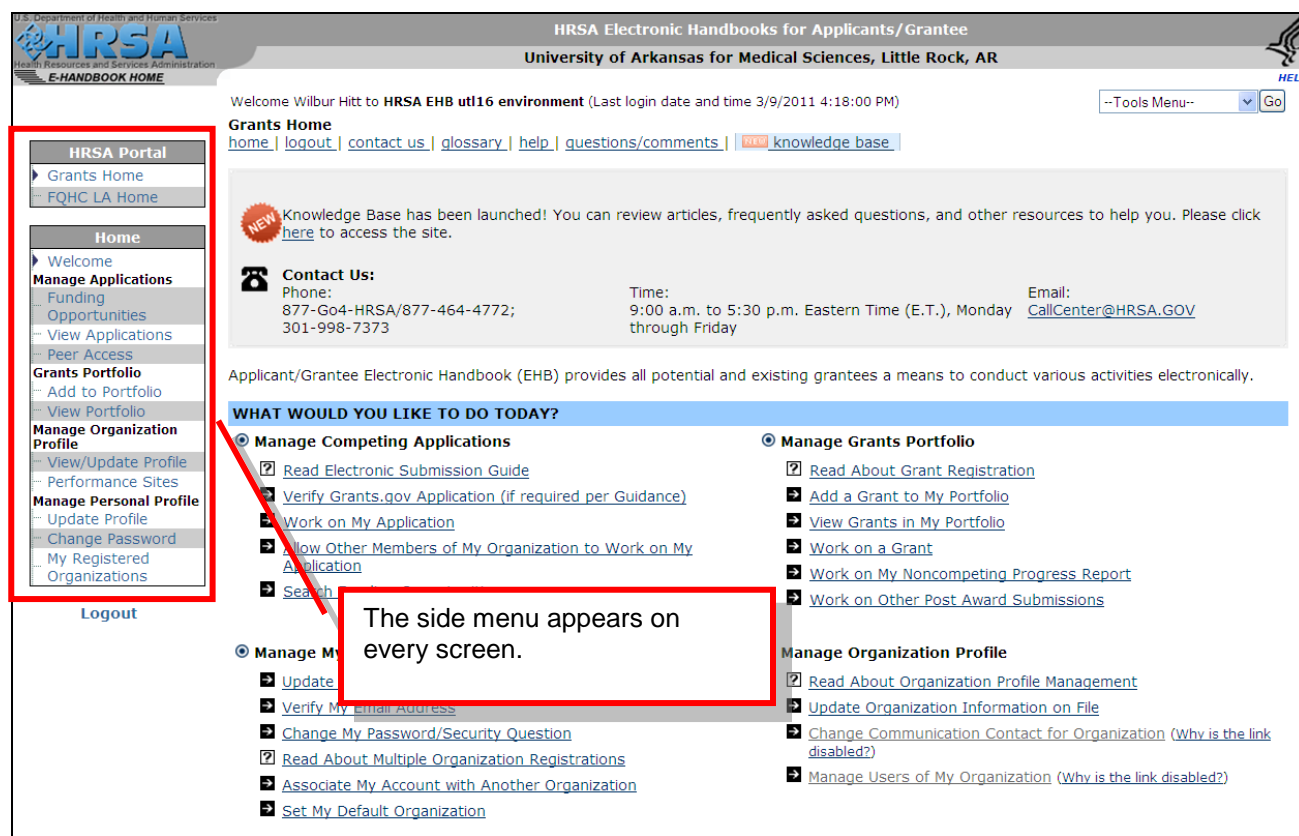
Figure 1: Added alt text to fig 14



3. Click **Login**.
4. The 'HRSA EHB Home (Welcome)' Page (Figure 2) opens.



Figure 2: 'HRSA EHB Home (Welcome)' Page



U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee  
 University of Arkansas for Medical Sciences, Little Rock, AR

Welcome Wilbur Hitt to HRSA EHB utl16 environment (Last login date and time 3/9/2011 4:18:00 PM)

**Grants Home**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#) | [knowledge base](#)

**HRSA Portal**  
 ▶ Grants Home  
 ... FQHC LA Home

**Home**  
 ▶ Welcome  
**Manage Applications**  
 ... Funding Opportunities  
 ... View Applications  
 ... Peer Access  
**Grants Portfolio**  
 ... Add to Portfolio  
 ... View Portfolio  
**Manage Organization Profile**  
 ... View/Update Profile  
 ... Performance Sites  
**Manage Personal Profile**  
 ... Update Profile  
 ... Change Password  
 ... My Registered Organizations

**Logout**

**NEW** Knowledge Base has been launched! You can review articles, frequently asked questions, and other resources to help you. Please click [here](#) to access the site.

**Contact Us:**  
 Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373  
 Time: 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday  
 Email: [CallCenter@HRSA.GOV](mailto:CallCenter@HRSA.GOV)

Applicant/Grantee Electronic Handbook (EHB) provides all potential and existing grantees a means to conduct various activities electronically.

**WHAT WOULD YOU LIKE TO DO TODAY?**

- **Manage Competing Applications**
  - ☒ [Read Electronic Submission Guide](#)
  - ☒ [Verify Grants.gov Application \(if required per Guidance\)](#)
  - ☒ [Work on My Application](#)
  - ☒ [Allow Other Members of My Organization to Work on My Application](#)
  - ☒ [Search](#)
- **Manage Grants Portfolio**
  - ☒ [Read About Grant Registration](#)
  - ☒ [Add a Grant to My Portfolio](#)
  - ☒ [View Grants in My Portfolio](#)
  - ☒ [Work on a Grant](#)
  - ☒ [Work on My Noncompeting Progress Report](#)
  - ☒ [Work on Other Post Award Submissions](#)
- **Manage Organization Profile**
  - ☒ [Read About Organization Profile Management](#)
  - ☒ [Update Organization Information on File](#)
  - ☒ [Change Communication Contact for Organization \(Why is the link disabled?\)](#)
  - ☒ [Manage Users of My Organization \(Why is the link disabled?\)](#)
- **Manage My Account**
  - ☒ [Update](#)
  - ☒ [Verify My Email Address](#)
  - ☒ [Change My Password/Security Question](#)
  - ☒ [Read About Multiple Organization Registrations](#)
  - ☒ [Associate My Account with Another Organization](#)
  - ☒ [Set My Default Organization](#)

The side menu appears on every screen.

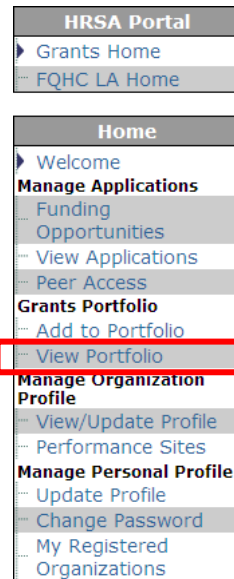
Depending on your program, your 'HRSA EHB Home (Welcome)' Page may appear differently, and may not contain all the left side menu items listed in this figure.

### 3.1.2 Accessing the Progress Report

Users who are accessing a progress report should follow these steps:

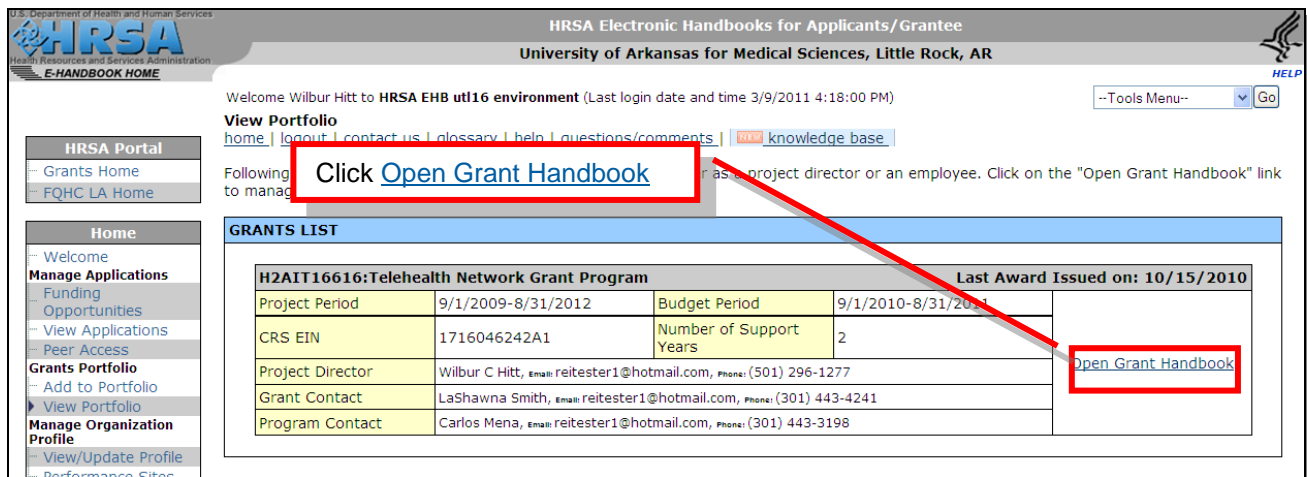
1. On the 'HRSA EHB Home (Welcome)' Page, click the [View Portfolio](#) link under the **Grants Portfolio** heading on the left side menu (Figure 3).

**Figure 3: Sample Left Side Menu on 'HRSA EHB Home (Welcome)' Page**



2. The **View Portfolio Page** (Figure 4) will be displayed.
3. Choose the appropriate grant record and click the [Open Grant Handbook](#) link.

**Figure 4: View Portfolio Page**



4. The **'Welcome Page' for the Grant Handbook** (Figure 5) corresponding to the link you clicked will be displayed.

Note that the screen contains a different left side menu than it did before.

Figure 5: 'Welcome Page' for the Grant Handbook

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee  
 University of Arkansas for Medical Sciences, Little Rock, AR

Welcome Wilbur Hitt to HRSA EHB utl16 environment (Last login date and time 3/9/2011 4:18:00 PM)  
**Overview**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#) | [new knowledge base](#)

**Grant Handbook H2AIT16616**

**Grant Menu**

- Overview
- View Awards**
  - Last NGA
  - Award History
- Approved Scope**
- Administer**
  - New/Existing Users
  - Submissions**
    - Monitor Schedules
    - Noncompeting Continuations**
    - Performance Reports
    - Progress Reports
    - Other Submissions
  - Prior Approval Requests
    - New/Existing

**Return Home**

- View Portfolio
- Home

**Logout**

**NEW** Knowledge Base has been launched! You can review articles, frequently asked questions, and other resources to help you. Please click [here](#) to access the site.

**Contact Us:**  
 Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373  
 Time: 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday  
 Email: [CallCenter@HRSA.GOV](mailto:CallCenter@HRSA.GOV)

Grant Electronic Handbook (EHB) provides authorized users of the grantee organization a means to conduct various activities electronically.

**WHAT WOULD YOU LIKE TO DO TODAY?**

- View Grant Information**
  - View Most Recent Notice of Grant Award
  - View Prior Notices of Grant Awards
  - Change/Control Who Can View this Information
- Administer Grant Handbook**
  - Learn About Grant Access Privileges
  - Allow Other Users from My Organization to Work on this Grant
  - Change/Control How Others Can Work on this Grant
- Manage Post Award Submissions**
  - Learn About Post Award Submissions
  - View Available Post Award Submission Schedule
  - Work on Noncompeting Continuation Progress Reports
  - Work on Performance Report or Other Submissions
  - Control How Others Can Work on Submissions
- Manage Prior Approvals**
  - Learn About Prior Approval Requests
  - Work on Prior Approval Requests

Depending on your program, your 'Welcome Page' for the Grant Handbook may appear differently, and may not contain all the left side menu items listed in this figure.

- Click the [Noncompeting Continuations](#) link under the **Submissions** heading on the left side menu.
- The **Noncompeting Continuations Page** will be displayed.

Figure 6: Noncompeting Continuations Page

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee  
 University of Arkansas for Medical Sciences, Little Rock, AR

Welcome Wilbur Hitt to HRSA EHB utl16 environment (Last login date and time 3/9/2011 4:11:49 PM)  
**Noncompeting Continuations**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#) | [new knowledge base](#)

Following is the list of noncompeting continuation applications. Click on the "Search" button.

Displaying 1-1 of 1

**NONCOMPETING CONTINUATION**

Input Parameters: ([Show Parameters](#))

Noncompeting Continuation Progress Report				Schedule Status: <b>In Progress</b>
Type	Noncompeting Continuations	Due Date	3/15/2011 5:00:00 PM Due In: 6 days	
Available Date	1/15/2011	Submission Tracking Number	00088652	
Reporting Cycle	Budget Period Start Date	Reporting Period	Sep 1 2011 12:00AM	
Online Submission	Yes (Preferred)	Submission Status	Not Started	
Started by	Wilbur Hitt on 3/9/2011 4:11:49 PM			
<a href="#">Submit Submission</a>   <a href="#">Edit Submission</a>   <a href="#">View Submission</a>				

Page 1

Click [Begin Submission](#) (or [Edit Submission](#) if the Progress Report has already been started.)

- Click the [Begin Submission](#) (or [Edit Submission](#)) link corresponding to the progress report that you want to enter.

Once a progress report has been started, the **Begin Submission** link will change to **Edit Submission**.

8. The **Status Page (for Progress Report)** will be displayed.

Note that the screen contains a different left side menu than it did before. Use this left menu to navigate through the progress report.

Depending on your program, you may see one of the types of **Status Page (for Progress Report)** screens listed below (Figure 7, Figure 8, Figure 9, Figure 10).

**Figure 7: Status Page (for Progress Report) - SF-PPR Forms, Budget Information Forms, and Program-Specific Information Forms**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration

Budget Period Renewal (93.224)  
 SF-PPR for FY 2011


Welcome Melinda Binder to **HRSA EHB utl6 environment** (Last login date and time 5/24/2010 1:51:00 PM)

**Status**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

The table below shows the status of the application. The application is currently **INCOMPLETE** and cannot be submitted in it's current state.

STATUS OVERVIEW		
<b>NCC PROGRESS REPORT PROCESS STATUS</b>		
Deadline	Dec 1 2010 5:00PM (You have <b>191</b> days to complete and submit the application.)	
Created On	5/18/2010 4:21:02 PM	
Last Updated By	Melinda Binder on 5/24/2010 10:37:09 AM	
<a href="#">view: NCC Progress Report</a>		
<b>Users with Permissions on NCC Request</b> <a href="#">(Show Details)</a>		
<b>NCC PROGRESS REPORT FORM STATUS</b>		
Section	Action	Status
Basic Information		
SF-PPR	<a href="#">Update</a>	COMPLETE
SF-PPR-2 (Cover Page Continuation)	<a href="#">Update</a>	COMPLETE
Budget Information		
Budget Details		NOT STARTED
Support Year 1	<a href="#">Update</a>	NOT STARTED
Support Year 2	<a href="#">Update</a>	NOT STARTED
Budget Narrative	<a href="#">Update</a>	NOT COMPLETE
Other Information		
Program Specific Information	<a href="#">Update</a>	COMPLETE
Appendices	<a href="#">Update</a>	NOT COMPLETE


**Figure 8: Status Page (for Progress Report) - SF-PPR Forms, Performance Narrative, and Budget Information Forms**



**HRSA**  
Health Resources and Services Administration  
E-HANDBOOK HOME

**H2A: (93.211)**

**SF-PPR for FY 2011**



HELP

Welcome Allison McKenrick to **HRSA EHB utl16 environment** (Last login date and time 3/7/2011 5:26:00 PM)

**Status**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

The table below shows the status of the progress report. The progress report is currently **INCOMPLETE** and cannot be submitted in it's current state.

**Progress Report Tracking# 00088562**

**Progress Report Process**

**Overview**

- Status
- Basic Information**
  - SF-PPR
  - SF-PPR-2
  - Performance Narrative
- Budget Information**
  - Budget Details
  - Budget Narrative
- Other Information**
  - Appendices
- Review and Submit**
  - Review
  - Submit

**Return Home**

- View Portfolio
- Home

**Logout**

**STATUS OVERVIEW**

NCC PROGRESS REPORT PROCESS STATUS	
Deadline	Mar 21 2011 5:00PM (You have <b>12</b> days to complete and submit the application.)
Created On	3/7/2011 5:14:18 PM
Last Updated By	N/A

View: [NCC Progress Report](#) | [Program Instructions](#) | [NCC User Guide](#)

**Users with Permissions on NCC Request ( [Show Details](#) )**

Section	Action	Status
<b>Basic Information</b>		
SF-PPR	<a href="#">Update</a>	NOT COMPLETE
SF-PPR-2 (Cover Page Continuation)	<a href="#">Update</a>	NOT COMPLETE
Performance Narrative	<a href="#">Update</a>	NOT COMPLETE
<b>Budget Information</b>		
Budget Details		NOT STARTED
Support Year 1	<a href="#">Update</a>	NOT STARTED
Support Year 2	<a href="#">Update</a>	NOT STARTED
Budget Narrative	<a href="#">Update</a>	NOT COMPLETE
<b>Other Information</b>		
Appendices	<a href="#">Update</a>	NOT COMPLETE

**Figure 9: Status Page (for Progress Report) - SF-PPR Forms, and Program Specific Information**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

Budget Period Renewal (93.224)  
 SF-PPR for FY 2010

Welcome Jerome Kilbane to **HRSA EHB utl8 environment** (Last login date and time 6/8/2010 6:19:00 PM)

**Status**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

The table below shows the status of the progress report. The progress report is currently **INCOMPLETE** and cannot be submitted in it's current state.

**Progress Report Tracking# NCC00072481**

**Progress Report Process**

Overview  
 ▶ Status  
 Basic Information  
 - SF-PPR  
 - SF-PPR-2  
 Program Specific Information  
 - Program Specific Information  
 Other Information  
 - Appendices  
 Review and Submit  
 - Review  
 - Submit

[Logout](#)

**STATUS OVERVIEW**

**NCC PROGRESS REPORT PROCESS STATUS**

Deadline	Aug 9 2011 5:00PM (You have <b>426</b> days to complete and submit the application.)
Created On	6/8/2010 2:49:44 PM
Last Updated By	N/A

View: [NCC Progress Report](#)

**Users with Permissions on NCC Request** ([Show Details](#))

**NCC PROGRESS REPORT FORM STATUS**

Section	Action	Status
Basic Information		
SF-PPR	<a href="#">Update</a>	NOT COMPLETE
SF-PPR-2 (Cover Page Continuation)	<a href="#">Update</a>	NOT COMPLETE
Other Information		
Program Specific Information	<a href="#">Update</a>	NOT COMPLETE
Appendices	<a href="#">Update</a>	NOT COMPLETE

**Figure 10: Status Page (for Progress Report) - SF-PPR Forms, and Performance Narrative**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

H25: (93.110)  
 SF-PPR for FY 2011

Welcome Alison Monsma to **HRSA EHB utl8 environment** (Last login date and time 5/28/2010 1:25:00 PM)

**Status**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

**Progress Report Tracking# NCC00072103**

**Progress Report Process**

Overview  
 ▶ Status  
 Basic Information  
 - SF-PPR  
 - SF-PPR-2  
 - Performance Narrative  
 Other Information  
 - Appendices  
 Review and Submit  
 - Review  
 - Submit

[Logout](#)

**STATUS OVERVIEW**

**NCC PROGRESS REPORT PROCESS STATUS**

Deadline	Aug 25 2010 5:00PM (You have <b>89</b> days to complete and submit the application.)
Created On	5/27/2010 12:02:01 PM
Last Updated By	Alison Monsma on 5/27/2010 6:44:15 PM

View: [NCC Progress Report](#)

**Users with Permissions on NCC Request** ([Show Details](#))

**NCC PROGRESS REPORT FORM STATUS**

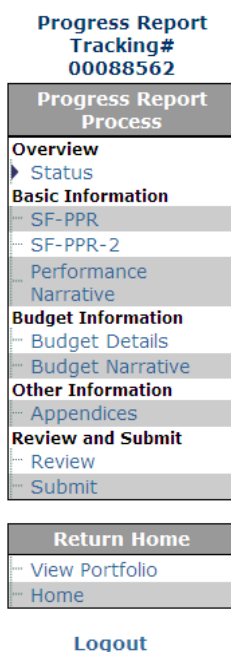
Section	Action	Status
Basic Information		
SF-PPR	<a href="#">Update</a>	NOT COMPLETE
SF-PPR-2 (Cover Page Continuation)	<a href="#">Update</a>	NOT COMPLETE
Performance Narrative	<a href="#">Update</a>	COMPLETE
Other Information		
Appendices	<a href="#">Update</a>	COMPLETE

9. Click the [Update](#) link for the section you want to enter or revise.  
 ▶ The corresponding page will be displayed.
10. *If your program's Progress Report contains Program Specific Information.* click the [Update](#) link next to Program Specific Information, to enter or revise any of the program specific forms,  
 ▶ The **Status Page (for Program Specific Information)** will be displayed (not shown).

Depending on the type of grant program, there may NOT be a section for Program Specific Information. In this case, instead of completing the Program Specific Information, a Performance Narrative will need to be uploaded as part of the progress report.

### 3.1.3 Navigating within the Progress Report

**Figure 11: Side Menu in Grantee Handbook**



A navigation menu (Figure 11) appears on the left side of every screen in the Electronic Handbook. Use this menu to access the various pages of your Progress Report.

- To access the program specific information forms (if the progress report contains them), click the [Program Specific Information](#) link. (Note that when you are on Program Specific Forms, there is a different side menu.)

You can always go to the Status page to check your progress toward completing your *entire* submission: (There is a separate Status page for *Program Specific Information* forms, if the grant requires them.)

- Click [Status](#) under **Overview** to go to the **Status Overview Page for the Entire Progress Report** (Figure 35).

### 3.2. Standard Forms (SF-PPR)

After you open your Progress Report, the first screen that appears is the **Status Page (for Progress Report)**, showing the various sections of overall SF-PPR.

**Figure 12: SAMPLE Status Page (for Progress Report)**

**HRSA** H2A: (93.211)  
 SF-PPR for FY 2011

Welcome Allison McKenrick to **HRSA EHB utl16 environment** (Last login date and time 3/7/2011 5:26:00 PM)

**Status**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

The table below shows the status of the progress report. The progress report is currently **INCOMPLETE** and cannot be submitted in it's current state.

STATUS OVERVIEW		
<b>NCC PROGRESS REPORT PROCESS STATUS</b>		
Deadline	Mar 21 2011 5:00PM (You have <b>12</b> days to complete and submit the application.)	
Created On	3/7/2011 5:14:18 PM	
Last Updated By	N/A	
View: <a href="#">NCC Progress Report</a>   <a href="#">Program Instructions</a>   <a href="#">NCC User Guide</a>		
<b>Users with Permissions on NCC Request</b> ( <a href="#">Show Details</a> )		
Section	Action	Status
<b>Basic Information</b>		
SF-PPR	<a href="#">Update</a>	NOT COMPLETE
SF-PPR-2 (Cover Page Continuation)	<a href="#">Update</a>	NOT COMPLETE
Performance Narrative	<a href="#">Update</a>	NOT COMPLETE
<b>Budget Information</b>		
Budget Details		NOT STARTED
Support Year 1	<a href="#">Update</a>	NOT STARTED
Support Year 2	<a href="#">Update</a>	NOT STARTED
Budget Narrative	<a href="#">Update</a>	NOT COMPLETE
<b>Other Information</b>		
Appendices	<a href="#">Update</a>	NOT COMPLETE

The **Status Page (for Progress Report)** shows the status of each standard form (i.e., the SF-PPR forms) and budget form, as well as the summary status of *all the* Program Specific Information. You cannot submit your Progress Report until all forms in all sections are complete.

**Your session will remain active for 30 minutes since your last activity. Please save your work every 5 minutes to avoid unexpected behavior.**

Within the **NCC PROGRESS REPORT FORM STATUS** Table, click the [Update](#) link to open the corresponding form.

**NOTE:** For the purpose of this document, the left-side menu will be used to access each form. However, as noted above, you can access any SF-PPR or budget form by returning to the Status Page (for Progress Report), and clicking its [Update](#) link.



### 3.2.1 Basic Information: SF-PPR

The **SF-PPR Form** contains basic information about your grantee organization and is the cover page for the progress report. By default, the information will be pre-populated from the information in the application which started the last budget period, including the Authorizing Official(s) designated for the grant.

Click [SF-PPR](#) on the Progress Report left side menu to access the **SF-PPR Form** (Figure 13).

**Figure 13: SF-PPR Form**

Welcome Melinda Binder to **HRSA EHB ut16 environment** (Last login date and time 5/24/2010 6:51:00 PM)

**SF-PPR**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Please review the preloaded Grantee Information in this form. Note that certain data is preloaded from the saved profile. Please provide Authorizing Official (A...) ([Show Full Instruction](#))

Fields marked with an asterisk (\*) are required.

**SF-PPR** Status: **Not Complete**

Grantee Organization Information	
Federal Grant or Other Identifying Number Assigned by Federal Agency	H2AIT16616
DUNS Number	122452563
Employer Identification Number (EIN)	716046242
Recipient Organization Name	University of Arkansas for Medical Sciences
Recipient Organization Address	4301 West Markham, Little Rock Arkansas 72205-7199
CRS Entity Identification Number	
Recipient Identifying Number or Account Number	88562
Reporting Period End Date	11/30/2011
Final Report	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Authorizing Official(AO) Contact Information**

Authorizing Official (AO)				
Select	Title of Position	Name	Phone	Email
<input checked="" type="radio"/>	Authorizing Official			

[Add/Change AO](#) [Update Information](#) [Delete AO](#)

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

You can perform the following functions on the screen:

**Options:**

- ❖ [CHANGE selected Authorizing Official](#) (below)
- ❖ [ADD an AO](#) (on page 19)
- ❖ [UPDATE the AO information](#) (on page 20)
- ❖ [DELETE an AO](#) (on page 20)

❖ To **CHANGE** the selected Authorizing Official,

1. Select an AO and click [Add/Change AO](#).

► The **SF-PPR Add Authorizing Official Form** (Figure 14) will be displayed, and will be populated with all the AO's registered for the grant.

Figure 14: SF-PPR Add Authorizing Official Form

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

H2A: (93.211)  
 SF-PPR for FY 2011

Welcome Rozelia Harris to HRSA EHB utl8 environment (Last login date and time 6/9/2010 3:28:00 PM)

**SF-PPR**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

These are the current AO(s) with submit applications privilege. Please choose the person that you want to Add as AO for this application and click on the "Add Selected Person as AO". If you do not find the name of the person you wish to Add, click on the "Request A New AO" Button. To return to the previous section, click on the "Go Back" Button.

Select	Name	UserName	Email	Last Login Date
<input type="radio"/>	Daniel R Bender	benderd	retester1@hotmail.com	7/14/2009 10:40:00 AM
<input checked="" type="radio"/>	Johnny Singleton Jr.	msdh09	retester1@hotmail.com	2/18/2010 9:49:00 AM
<input type="radio"/>	Rozelia Harris	rozelia	retester1@hotmail.com	6/9/2010 3:28:00 PM
<input type="radio"/>	Arthur C Sharpe	arthur.sharpe	retester1@hotmail.com	12/8/2009 8:39:00 AM

**CHOOSE AO TO ADD**

2. Select the user to be designated as the AO, if more than one user is listed.
3. Click **Add Selected Person as AO**.  
 ► The **SF-PPR Contact Information Page** (Figure 15) will be displayed for the selected user, listing the current contact information.

Figure 15: SF-PPR Contact Information Page (for existing HRSA user)

**CONTACT INFORMATION**

Title: Director, Office of Health Administration

Prefix: Mr.

\*Last Name: Lucius

\*First Name: Mike

Middle Initial:

Suffix:

Organization Affiliation:

**\*Mailing Address (Required) More Information**

Mailstop Code (Internal Routing):

Division / Department Name:

Select an option (Street Address or PO Box Only or Rural Route)

☒ \* Street Address

Number: PO Box 1700

Select one: Number

☐ \*PO Box Only

\*Number:

☐ \*Rural Route

\*Type: Number Box

\*City: Jackson (Required if Zip is not specified)

Urbanization: (Used only for Puerto Rico(PR))

\*State: MS (Required if City is specified)

\*Zip Code Lookup: 39215 - (Required if City is not specified)

**Contact Address**

\*Email Address: retester1@hotmail.com

\*Phone Number: (601) 576 - 7542 Ext:

Fax Number: (601) 576 - 7655

4. Verify and revise the contact information, as necessary.  
Fields marked with an asterisk (\*) are required.
5. Click **Save and Continue** to save your information and return to the **SF-PPR form** (Figure 13)

The user that you added will be listed as the Authorizing Official.

❖ To ADD an AO,

1. Click **Add/Change AO**.  
► The **SF-PPR Add Authorizing Official Form** (Figure 14) will be displayed.
2. Click **Request a New AO**.  
► The **Notify AO Page** (Figure 16) will be displayed, to allow you to enter name and email address information into a pre-formatted email, requesting the HRSA employee to register in the HRSA EHB.

**Figure 16: Notify AO Page**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration

H2A: (93.211)  
 SF-PPR for FY 2011

Welcome Rozella Harris to HRSA EHB uttl8 environment (Last login date and time 6/9/2010 3:28:00 PM)  
 SF-PPR  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

In order to assign a new AO to your application, the chosen person must be registered. Please enter the information below to notify the prospective AO via an email and request that he or she registers. When you are done click on the "Continue" button. To cancel the action, click on the "Cancel" button.

AO information entered here will not be saved by the system.

Fields marked with an asterisk(\*) are required.

**Notify AO**

*First Name:	<input type="text"/>
*Last Name:	<input type="text"/>
*Email Address:	<input type="text"/>
Subject:	Registration Request
Message:	<p>This email has been sent to you because Rozella Harris has indicated that you are the Authorizing Official (AO) for the following organization.</p> <p>Name: MISSISSIPPI STATE DEPARTMENT OF HEALTH          Address:          570 E Woodrow Wilson Ave          Jackson, MS, 39216-4538          Registered AOs: Danny Bender, Keith Parker, Rozella Harris, Alvin Harrison, Karey Riddle, Louisa Denson, Daniel Bender, Alisa Williams, Rozella Harris, Johnny Singleton Jr., Arthur Sharpe</p> <p>Rozella Harris has created an application for the above organization. You are required to review and submit this application to HRSA. In order to do this, you must register with HRSA following the instructions given below.</p> <ol style="list-style-type: none"> <li>1. Log on to the HRSA EHBs website <a href="https://hrsautl8.relsys.com/webExternal/">https://hrsautl8.relsys.com/webExternal/</a></li> <li>2. Click on the registration link on the left hand side menu.</li> <li>3. Enter your name and contact information, choose to register the organization and select the Authorizing Official (AO) role. Complete the registration by following the instructions.</li> <li>4. Click on 'Continue to Register Organization' and search for your organization using the name provided above. In case there are multiple matches, please use the complete organization information given above to select the correct organization from the results.</li> </ol> <p>After your registration process is complete, please notify the creator of the application, so your name can be chosen as the AO for his/her application.</p> <p>If you have any questions, please contact HRSA Call Center at <a href="mailto:CallCenter@HRSA.GOV">CallCenter@HRSA.GOV</a>.</p>
Additional Comments:	<input type="text"/>

3. Complete the form, and click **Continue**.  
► The **Notify AO Confirmation Page** will be displayed (Figure 17).

Figure 17: Notify AO Confirmation Page

Welcome Rozelia Harris to **HRSA EHB utility environment** (Last login date and time 6/9/2010 3:28:00 PM)  
**SF-PPR**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

In order to assign a new AO to your application, the chosen person must be registered. Please enter the information below to notify the prospective AO via an email and request that he or she registers. When you are done click on the "Continue" button. To cancel the action, click on the "Cancel" button.

AO information entered here will not be saved by the system.

Fields marked with an asterisk(\*) are required.

**Notify AO**

\*First Name:

\*Last Name:

\*Email Address:

Subject: Registration Request

Message:

This email has been sent to you because Rozelia Harris has indicated that you are the Authorizing Official (AO) for the following organization.

Name: MISSISSIPPI STATE DEPARTMENT OF HEALTH  
 Address:  
 570 E Woodrow Wilson Ave  
 Jackson, MS, 39216-4538  
 Registered AOs: Danny Bender, Keith Parker, Rozelia Harris, Alvin Harrison, Karey Riddle, Louisa Denson, Daniel Bender, Alisa Williams, Rozelia Harris, Johnny Singleton Jr., Arthur Sharpe

Rozelia Harris has created an application for the above organization. You are required to review and submit this application to HRSA. In order to do this, you must register with HRSA following the instructions given below.

1. Log on to the HRSA EHBs website <https://hrsautl8.relsys.com/webExternal/>
2. Click on the registration link on the left hand side menu.
3. Enter your name and contact information, choose to register the organization and select the Authorizing Official (AO) role. Complete the registration by following the instructions.
4. Click on 'Continue to Register Organization' and search for your organization using the name provided above. In case there are multiple matches, please use the complete organization information given above to select the correct organization from the results.

After your registration process is complete, please notify the creator of the application, so your name can be chosen as the AO for his/her application.

If you have any questions, please contact HRSA Call Center at [CallCenter@HRSA.GOV](mailto:CallCenter@HRSA.GOV).

Additional Comments:

[Cancel](#) [Continue](#)

4. Click **Continue**.  
 ► You will be returned to the **SF-PPR Form** (Figure 13).
5. The email displayed in the **Notify AO Confirmation Page** (Figure 17) will be sent, requesting the HRSA employee to register in the HRSA EHB.

After the HRSA employee registers within the EHB, you must return to the SF-PPR Form (Figure 13) and click **Add/Change AO** to display the SF-PPR Add Authorizing Official Form (Figure 14). The HRSA employee will now be listed on the screen to allow you to [select him/her as an AO](#).

- ❖ To UPDATE the AO information,
  1. Select an AO and click **Update Information**.  
 ► The **SF-PPR Contact Information Page** (Figure 15) will be displayed, listing the user's current contact information.
  2. Verify and revise the contact information, as necessary.
  3. Click **Save and Continue** to save your information and return to the **SF-PPR Form** (Figure 13).
- ❖ To DELETE an AO,
  1. Select an Authorizing Official and click **Delete AO**.  
 ► You will be returned to the **SF-PPR Form** (Figure 13).

The AO that you deleted will not be listed under the **Name** column. (However it will still be listed in the **SF-PPR Add Authorizing Official Form** (Figure 14).

- ❖ If you are satisfied with the information on the **SF-PPR Form** (Figure 13), click **Save and Continue** to save your work and proceed to the next form.

### 3.2.2 Basic Information: SF-PPR-2

The **SF-PPR-2 Form** contains information about the grant for which you are creating / updating the progress report, and is a continuation of SF-PPR form.

Click **SF-PPR-2** on the Progress Report left side menu to access the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 18), if it is not already displayed.

- By default, the information will be pre-populated from the information in the application which started the last budget period. This includes the Department Name, Division Name, and the Point of Contact (POC) registered for the grant.
- If a POC was not added in the application which initiated the last budget period, the system will list the Project Director (PD), Business Official (BO), and Authorizing Official (AO) from the application, so that one of them can be selected as a POC (see [Add/Change POC](#), on page 22).
- In addition, the system will pre-populate the list of areas affected from all the awarded applications in the last budget period.

Figure 18: SF-PPR-2 (Cover Page Continuation) Form

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

H2A: (93.211)  
 SF-PPR for FY 2011

Welcome Melinda Binder to **HRSA EHB utl6 environment** (Last login date and time 5/24/2010 2:29:00 PM)  
**SF-PPR-2**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Provide the required information requested in this form. Note that certain data is preloaded from the saved profile.  
 Use the "Save and Continue" button to... ([Show Full Instruction](#))

Fields marked with an asterisk (\*) are required.

**SF-PPR-2 (COVER PAGE CONTINUATION)** Status: Complete

**Supplemental Continuation of SF-PPR Cover Page**

*Department Name	Botany Department				
*Division Name	Plants and Planktons				
Name of Federal Agency	Health Resources and Service Administration				
Funding Opportunity Number	HRSA-08-005				
Funding Opportunity Title	Non Competing Continuations (Budget Period Renewal)				
Areas Affected by Project (Cities, County, State, etc.)	<table border="1"> <thead> <tr> <th>Area Type</th> <th>Affected Area(s)</th> </tr> </thead> <tbody> <tr> <td colspan="2">There are no Areas affected added.</td> </tr> </tbody> </table>	Area Type	Affected Area(s)	There are no Areas affected added.	
Area Type	Affected Area(s)				
There are no Areas affected added.					

**Point of Contact (POC) Information**


Select	Title of Position	Name	Phone	Email
<input checked="" type="radio"/>	Point of Contact	Melinda Binder	(541)481-7212 Ext: 29	retester1@hotmail.com

[Add/Change POC](#) [Update Information](#) [Delete POC](#)

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

Review the **Supplemental Continuation of the SF-PPR Cover Page**.

You can perform the following functions on the screen:

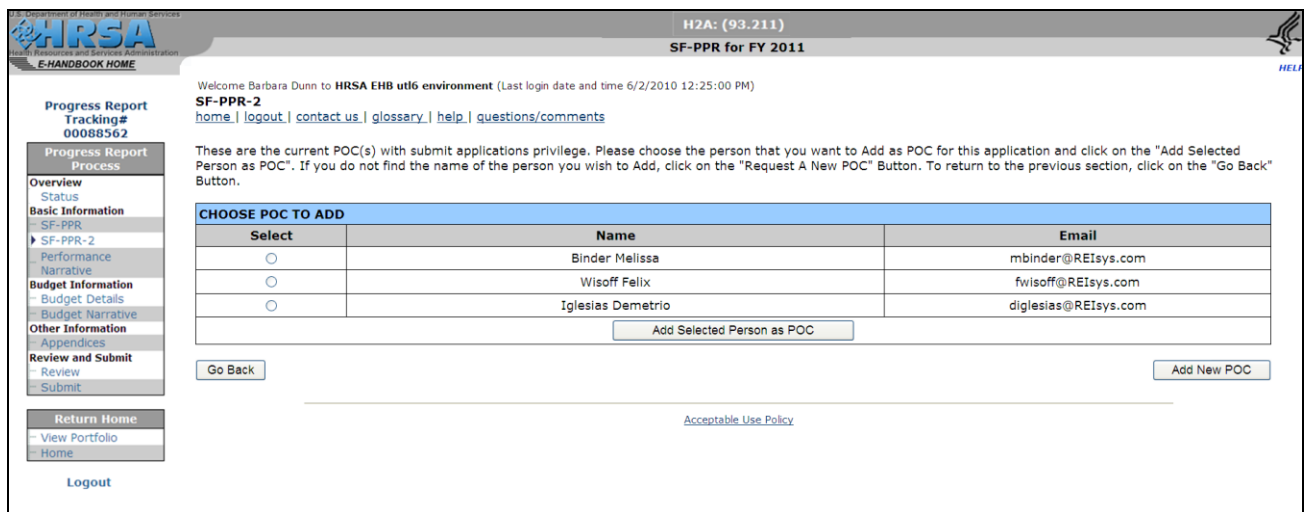


### Options:

- ❖ [MODIFY Department Name and/or Division Name](#) (below)
- ❖ [ADD or CHANGE Point of Contact](#) (below)
- ❖ [UPDATE POC information](#) (on page 23)
- ❖ [DELETE Point of Contact](#) (on page 23)

- ❖ To MODIFY the Department Name and/or Division Name, replace the text in the text boxes.
- ❖ To ADD or CHANGE the Point of Contact,
  1. Select a Point of Contact, and click **Add/Change POC**.
    - The **SF-PPR Add Point of Contact Form** (Figure 19) will be displayed, and will be populated from the list of contacts proposed in the awarded application which started the last budget period.

**Figure 19: SF-PPR Add Point of Contact Form**



2. Select the person to be designated as the POC, if more than one user is listed.
3. Click **Add Selected Person as POC**.
  - The **SF-PPR Contact Information Page** (Figure 15) will be displayed, listing the current contact information for the contact.

If you click **Add New POC**, the SF-PPR Contact Information Page (Figure 15) will also be displayed. However, all the fields will be blank as you will need to provide the information for the new POC.

4. Verify and revise the contact information, as necessary.
5. Click **Save and Continue** to save your information and return to the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 18).

The user that you added will be listed as a Point of Contact.



- ❖ To UPDATE the POC information,
  1. Select a POC and click **Update Information**.
    - ▶ The **SF-PPR Contact Information Page** (Figure 15) will be displayed.
  2. Verify and revise the contact information, as necessary.
  3. Click **Save and Continue** to save your information and return to the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 18).
- ❖ To DELETE the Point of Contact,
  1. Select a Point of Contact, and click **Delete POC**.
    - ▶ You will be returned to the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 18).

The POC that you deleted will not be listed under the **Name** column
- ❖ If you are satisfied with the information on the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 18), click **Save and Continue** to save your work and proceed to the next form.

### 3.2.3 Performance Narrative

Depending on the type of grant program, there may not be a Performance Narrative section. (If the Progress Report has a Program Specific Information section, it will not contain a Performance Narrative section.)


The **Performance Narrative Form** allows you to attach up to two (2) documents describing your grant's performance for the period covered by the Progress Report.

Click [Performance Narrative](#) on the Progress Report left side menu to access the **Performance Narrative Form** (Figure 20), if it is not already displayed.

**Figure 20: Performance Narrative Form**

The screenshot shows the HRSA EHB utl8 environment interface. The top header includes the HRSA logo and the text 'H2A: (93.211) SF-PPR for FY 2011'. The left sidebar contains a 'Progress Report Tracking# 00088562' and a 'Progress Report Process' menu with options like Overview, Status, Basic Information, Performance Narrative, Budget Information, Other Information, and Review and Submit. The main content area displays a welcome message for Rozella Harris and a 'Performance Narrative' section. This section includes instructions on how to upload documents and a table for managing attachments. The table has columns for 'Select', 'Purpose', 'Document Name', 'Size', 'Uploaded By', and 'Description'. Below the table, it states 'No attached document exists.' and provides an 'Attach' button. At the bottom of the form, there are buttons for 'Go to Previous Page', 'Save', and 'Save and Continue'.

You can perform the following functions on this screen related to Performance Narrative documents:



**Options:**

- ❖ [ATTACH document](#) (below)
- ❖ [UPDATE document description](#) (on page 26)
- ❖ [DELETE document](#) (on page 26)

- ❖ To ATTACH a performance narrative document,
  1. Click **Attach** on the **Performance Narrative Form** (Figure 20) and follow the usual file browsing procedures to locate the document to be attached.
    - The **Attach Document Page (for Performance Narrative)** (Figure 21) will be displayed.



**Figure 21: Attach Document Page (for Performance Narrative)**

Welcome Rozella Harris to **HRSA EHB utls environment** (Last login date and time 6/8/2010 6:17:00 PM)

**Performance Narrative**  
[home](#) | [contact us](#) | [help](#) | [questions/comments](#)

This page allows you to manage the document(s) for a specific purpose. The maximum number of documents allowed for this purpose is displayed below. To attach a document, locate the document on your local machine using the 'Browse' button. You may enter a description for the document. Click on the 'Attach Documents' button to attach the document. Depending on the size of your document, the upload process may take several minutes. The attached document will appear in the 'Attached Documents' section along with all other documents that you have uploaded for this purpose.

To delete one or more documents, select the document or documents and click on the 'Delete Selected Attached Documents' button.

After you are done, click on the 'Continue' button to return to the application page.

Fields marked with an asterisk(\*) are required.

ATTACH DOCUMENT	
*Purpose	Performance Narrative (Max 2)
*Document	C:\Documents and Settings\emolin\My Documents\1- RE [ Browse...] <small>(Allowable Document Types: doc,rtf,txt,wpd,pdf,xls,jpg,peg,xfd,docx,xlsx)            (Allowable Document Size: 20 MB)</small>
Description (Maximum 500 characters)	This document contains an overall description of performance.

Go Back Attach Document

[Finished Attaching](#)

Attached Document(s)				
Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.				

**NOTE: This document is similar to the standard Attach Document Form, except that there is a field for you to enter a description of the document you are attaching.**

2. Optionally enter a description.
3. Follow the standard attachment procedures to attach the document.
4. After finishing the attachment procedures, the **Performance Narrative Form** will be re-displayed, with the attachment listed (Figure 22).

**Figure 22: Performance Narrative Form (with Attachment Listed)**

Welcome Rozella Harris to **HRSA EHB utls environment** (Last login date and time 6/8/2010 6:17:00 PM)

**Performance Narrative**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Upload the completed document using the 'Attach' button. After uploading, you can delete the attachment (if needed) by selecting it and clicking "Delete" button. Please... ([Show Full Instruction](#))

✔ Information entered on the 'PerformanceNarrative' page was saved successfully. The Section status is **Not Complete**

PERFORMANCE NARRATIVE					
Status: <b>Not Complete</b>					
*Attachment(s) (Maximum two (2) attachments)					
Select	Purpose	Document Name	Size	Uploaded By	Description
<input checked="" type="radio"/>	Performance Narrative	<a href="#">Description of Overall Performance.txt</a>	445 Bytes	Rozella Harris on 6/9/2010 1:21:11 PM	This document contains an overall description of performance.
			Attach	Update Description	Delete

Go to Previous Page Save [Save and Continue](#)

- ❖ To UPDATE the description of the document,
  1. Click **Update Description** on the **Performance Narrative Form (with Attachment Listed)** (Figure 22).
    - The **Update Description Form (for Performance Narrative)** (Figure 23) will be displayed.

**Figure 23: Update Description Form (for Performance Narrative)**

Welcome Rozelia Harris to **HRSA EHB ut18 environment** (Last login date and time 6/8/2010 6:17:00 PM)

**Performance Narrative**  
[home](#) | [contact us](#) | [help](#) | [questions/comments](#)

This page allows you to manage the document(s) for a specific purpose. The maximum number of documents allowed for this purpose is displayed below. To attach a document, locate the document on your local machine using the 'Browse' button. You may enter a description for the document. Click on the 'Attach Documents' button to attach the document. Depending on the size of your document, the upload process may take several minutes. The attached document will appear in the 'Attached Documents' section along with all other documents that you have uploaded for this purpose.

To delete one or more documents, select the document or documents and click on the 'Delete Selected Attached Documents' button.

After you are done, click on the 'Continue' button to return to the application page.

**UPDATE DESCRIPTION**

New Description (Maximum 500 characters)

This document contains an overall description of performance.

**Attached Document**

Purpose	Document Name	Size	Uploaded By	Description
Performance Narrative	<a href="#">Description of Overall Performance.txt</a>	445 Bytes	Rozelia Harris on 6/9/2010 1:21:11 PM	This document contains an overall description of performance.

2. Modify the description, and click **Update Description**.
    - You will be returned to the **Performance Narrative Form (with Attachment Listed)** (Figure 22). The description will reflect your change.
- ❖ To DELETE a document,
    1. Select the document to be deleted on the on the **Performance Narrative Form (with Attachment Listed)** (Figure 22).
    2. Click **Delete**.  
 The **Delete Attachment Confirmation** screen (not shown) will be displayed.
    3. Click **Confirm Delete**.  
 ► You will be returned to the **Performance Narrative Form (with Attachment Listed)** (Figure 22).  
 The document you deleted will no longer be listed.
  - ❖ If you are satisfied with the information on the **Performance Narrative Form (with Attachment Listed)** (Figure 22), click **Save and Continue** to save your work and proceed to the next form.

### 3.2.4 Budget Information

#### 3.2.4.1 Budget Information: Budget Details

Depending on the type of grant program, there may not be any sections for Budget Information.

The **Budget Details Forms** allow users to specify the budget information for the remaining (i.e., future) Support Years of the grant. The **Budget Details Form** for each year consists of the following sections:

- Section A - Budget Summary
- Section B - Budget Categories
- Section C - Non Federal Resources

The Recommended Federal Budget portion of the total budget for each Support Year of the grant is pre-populated from Section 13 of the last Notice of Grant Award (NGA), which lists the recommended future federal funding support amounts. The federal portion of the budget for each Support Year cannot be updated to an amount that is different from the recommended amount in the last NGA.

Click [Budget Details](#) on the Progress Report left side menu to access the **Budget Details Form** for future Support Year 1 (Figure 24), if it is not already displayed.

Figure 24: Budget Details Form

U.S. Department of Health and Human Services  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

SF-PPR for FY 2011

Welcome Rhonda Breedlove to HRSA EHB ut16 environment (Last login date and time 3/7/2011 5:22:00 PM)

**Budget Details**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Click appropriate "Update" buttons below to update Sections displayed below. Click "Save and Continue" button at the bottom of the screen, to save the information an... (Show Full Instruction)

Support Year 1	Support Year 2	Support Year 3
Not Complete	Not Complete	Not Complete

Recommended Federal Budget (from Last NGA): **\$367,637.00**

**BUDGET INFORMATION - Support Year 1** Support Year 1 Go Status: Not Complete

**Section A - Budget Summary**

Grant Program Function or Activity	CFDA Number	New or Revised Budget		
		Federal	Non-Federal	Total
Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare	93.153	\$367,637.00	\$0.00	\$367,637.00
<b>Total:</b>		<b>\$367,637.00</b>	<b>\$0.00</b>	<b>\$367,637.00</b>

**Section B - Budget Categories**

Object Class Categories	Grant Program Function or Activity	Total
	Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare	
Personnel		\$0.00
Fringe Benefits		\$0.00
Travel		\$0.00
Equipment		\$0.00
Supplies		\$0.00
Contractual		\$0.00
Construction		\$0.00
Other		\$0.00
Total Direct Charges		\$367,637.00
Indirect Charges		\$0.00
<b>Total:</b>		<b>\$367,637.00</b>

**Section C - Non Federal Resources**

Grant Program Function or Activity	Applicant	State	Local	Other	Program Income	Total
Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Go to Previous Page Save Save and Continue

**Rules to successfully complete the form for each Support Year:**

- \* The total of the individual Budget Object Class Categories in Section B (Budget Categories) must match the Total Budget specified in Section A (Budget Summary).
- \* The Federal Budget in Section A (Budget Summary) must match the Total in Section B (Budget Categories).
- \* The Non-Federal Budget in Section A (Budget Summary) must match the (Grand) Total in Section C (Non Federal Resources) for the FIRST Support Year.
- \* You do not have to update Section C for any future Support Year other than Support Year 1. However, If you enter any information in the Non Federal Resources fields, then the total of the fields must equal the Non-Federal Budget in Section A (Budget Summary).

1. **You must first update** Section B - Budget Categories for the first Support Year.  
 (You must also do this for **each additional** Support Year):
  - a. Click **Update** at the bottom of Section B.  
 ► The **Update Budget Categories Form** (Figure 25) will be displayed for the currently set Support Year.

**Figure 25: Update Budget Categories Form**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration

H2A: (93.211)  
 SF-PPR for FY 2011

Welcome Rhonda Breedlove to HRSA EHB utl16 environment (Last login date and time 3/7/2011 5:22:00 PM)

**Budget Details**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Enter or update information below. Please refer to the Progress Report Instructions for more information on filling out this section. Click 'Save and Continue' to save the information and to go to Budget Information page. Click 'Go Back' cancel the action and to return to the Budget Summary page.


Fields marked with an asterisk(\*) are required.

**UPDATE BUDGET INFORMATION - Support Year 1**

Section B - Budget Categories	
Object Class Categories	Grant Program Function or Activity
Personnel	Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare \$ 0.00
Fringe Benefits	\$ 0.00
Travel	\$ 0.00
Equipment	\$ 0.00
Supplies	\$ 0.00
Contractual	\$ 0.00
Construction	\$ 0.00
Other	\$ 0.00
Indirect Charges	\$ 0.00
Total Budget specified in Budget Summary	\$367,637.00

[Go Back](#) [Save and Continue](#)

- b. You **MUST** enter information in the Budget Object Class Categories, so that the total of all the categories equals the amount in the Total Budget specified in Budget Summary.
  - c. Click **Save and Continue**.  
 ► You will be returned to the **Budget Details Form** for the currently set Support Year (Figure 24)  
 The Budget Categories information will reflect your changes.
2. You can perform the following additional functions on this screen:



**Options:**

- ❖ [Display the Budget Details for a different Support Year](#) (below)
- ❖ [Copy the information from the previous Support Year](#) (on page 30)
- ❖ [Update Section A - Budget Summary](#) (on page 30)
- ❖ [Update Section C - Non Federal Resources](#) (on page 31)

- ❖ To display the Budget Details for a different Support Year (if it exists), you can:
  - Click **Save and Continue** at the bottom of the **Budget Details Form** (Figure 24) for the Support Year on which you are working, to progress to the next Support Year (assuming that the information on the form adheres to the [rules listed above](#) (on page 28)).

- Select the Support Year from the dropdown near the top right of the **Budget Details Form** and click **Go**.
- ❖ To copy the information from the previous Support Year:
  - Click **Copy from Previous Year**, located near the top right of the **Budget Details Form** (This button will not be displayed for Support Year 1.)
- ❖ To update Section A - Budget Summary:
  - a. Click **Update** at the bottom of Section A on the **Budget Details Form** (Figure 24).
    - The **Update Budget Summary Form** (Figure 26) will be displayed for the currently set Support Year.

**Figure 26: Update Budget Summary Form**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration

H2A: (93.211)  
 SF-PPR for FY 2011

Welcome Rhonda Breedlove to HRSA EHB ut16 environment (Last login date and time 3/7/2011 5:22:00 PM)

**Budget Details**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Enter or update information below. Please refer to the Progress Report Instructions for more information on filling out this section. Click 'Save and Continue' to save the information and to go to Budget Information page. Click 'Go Back' cancel the action and to return to the Budget Summary page.

Fields marked with an asterisk(\*) are required.

**UPDATE BUDGET INFORMATION - Support Year 1**

Section A - Budget Summary		New or Revised Budget		
Grant Program Function or Activity	CFDA Number	Federal	Non-Federal	Total
Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare	93.153	\$367,637.00	\$0.00	\$367,637.00
<b>Total:</b>		<b>\$367,637.00</b>	<b>\$0.00</b>	<b>\$367,637.00</b>

[Go Back](#) [Save and Continue](#)

[Return Home](#)

- b. Update the Federal and/or the Non Federal information, as allowed.
  - c. Click **Save and Continue**.
    - You will be returned to the **Budget Details Form** for the currently set Support Year (Figure 24)
- The Budget Summary information will reflect your changes.

- ❖ To update Section C - Non Federal Resources:
  - a. Click **Update** at the bottom of Section C on the **Budget Details Form** (Figure 24).
    - The **Update Non Federal Resources Form** (Figure 27) will be displayed for the currently set Support Year.

**Figure 27: Update Non Federal Resources Form**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration

H2A: (93.211)  
 SF-PPR for FY 2011

Welcome Rhonda Breedlove to HRSA EHB utl16 environment (Last login date and time 3/7/2011 5:22:00 PM)

**Budget Details**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Enter or update the budget summary information. Enter or update information below. Please refer to the Progress Report Instructions for more information on filling out this section. Click **Save and Continue** to save the information and to go to Budget Information page. Click **Go Back** cancel the action and to return to the Budget Summary page.

Fields marked with an asterisk(\*) are required.

**UPDATE BUDGET INFORMATION - Support Year 1**

Section C - Non Federal Resources						
Grant Program Function or Activity	Total(Budget Summary)	Applicant	State	Local	Other	Program Income
Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

[Go Back](#) [Save and Continue](#)

- b. Update the Non Federal fields, as appropriate.

**NOTE: You do not have to update any of these fields. However, if you update the Non Federal Resources fields, the total of the Non Federal Resources fields, must equal the amount in the Total Budget Summary column.**

- c. Click **Save and Continue**.
  - You will be returned to the **Budget Details Form** for the currently set Support Year (Figure 24)

The Non Federal Resources information will reflect your changes.

3. When you are finished updating **Budget Details Form** for the currently set Support Year, click **Save and Continue** to save your work and proceed to the next form.

You will be brought to **Budget Details Form** for the next Support Year if there is another future Support Year. Otherwise the **Budget Narrative Form** will be displayed.



### 3.2.4.2 Budget Information: Budget Narrative

The **Budget Narrative Form** allows a user to upload up to two (2) attachments that provide a budget narrative/justification.

Click [Budget Narrative](#) on the Progress Report left side menu to access the **Budget Narrative Form** (Figure 28), if it is not already displayed.

**Figure 28: Budget Narrative Form**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration

H2A: (93.211)  
 SF-PPR for FY 2011

Welcome Rhonda Breedlove to HRSA EHB ut16 environment (Last login date and time 3/8/2011 3:11:00 PM)

**Budget Narrative**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

This Budget Narrative Document will apply to all support years. To upload or update an existing Budget Narrative click the "Attach" button. Click on the "Save and Conti..." ([Show Full Instruction](#))

Fields marked with an asterisk (\*) are required.

**BUDGET NARRATIVE** Status: **Not Complete**

\*Attachment(s) (Maximum two (2) attachments)

Select	Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.					

[Attach](#)

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

1. To attach a budget narrative document, click [Attach](#) and follow the usual attachment procedures.
2. When you are finished attaching the document(s), click [Save and Continue](#) to save your work and proceed to the next form.

### 3.2.5 Appendices

The Appendices section allows you to attach standard attachments required for your grant program when submitting a progress report.

Click the [Appendices](#) link on the Progress Report's side menu (Figure 12) to access the **Appendices Form** (Figure 29), if it is not already displayed.

**Figure 29: Appendices Form**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration

H2A: (93.211)  
 SF-PPR for FY 2011

Welcome Rhonda Breedlove to HRSA EHB ut16 environment (Last login date and time 3/8/2011 3:11:00 PM)

**Appendices**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Upload the completed document using the 'Attach' button. After uploading, you can delete the attachment (if needed) by selecting it and clicking "Delete" button. Ple... ([Show Full Instruction](#))

**APPENDICES** Status: **Not Complete**

Attached Documents

Select	Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.					

[Attach](#)

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

1. Click [Attach](#).  
 ► The **Attach Document (for Appendices) Page** (Figure 30) will be displayed.



Figure 30: Attach Document (for Appendices) Page

2. Select the purpose of the attachment from the *Purpose* drop-down.

**Only one attachment is allowed per purpose. Once you select a purpose, you cannot attach another document and select the same purpose.**

3. Click **Browse . . .** and follow the standard Windows browse procedure to select the document to be attached in the Document box.

Figure 31: Attach Document (for Appendices) Page (Showing Document *to be Attached*)

4. Enter a description of the document you are attaching.

5. Click **Attach Document** to attach the document.  
 ► The **Attach Document (for Appendices) Page** will be re-displayed (Figure 32), listing the Document you attached under the heading *Attached Documents*.

**Figure 32: Attach Document (for Appendices) Page (Listing Attached Document)**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

H2A: (93.211)  
 SF-PPR for FY 2011

Welcome Barbara Dunn to **HRSA EHB utl6 environment** (Last login date and time 5/27/2010 11:45:00 AM)  
**Appendices**  
[home](#) | [contact us](#) | [help](#) | [questions/comments](#)

✔ **Attachment saved successfully.**

Fields marked with an asterisk(\*) are required.

**ATTACH DOCUMENT**

\*Purpose Attachment 4 - Position Descriptions for Key Management Staff (Max 1) ▾

\*Document   
 (Allowable Document Types: doc,rtf,txt,wpd,pdf,xls,jpg,jpeg,xfd,docx,xlsx)  
 (Allowable Document Size: 20 MB)

Description (Maximum 500 characters)

**Attached Document(s)**

Purpose	Document Name	Size	Uploaded By	Description
Attachment 4 - Position Descriptions for Key Management Staff	<a href="#">Position Descriptions</a>	364 Bytes	Barbara Dunn on 6/1/2010 2:21:41 PM	Position Descriptions

6. Repeat steps 2 through 5 to attach any other appendix documents.
7. When you have completed attaching all the appendix documents, click **Finished Attaching**.  
 ► The **Appendices Form** will be re-displayed (Figure 33), listing the appendix documents you just attached.

**Figure 33: Appendices Form (with Appendix Documents Listed)**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

H2A: (93.211)  
 SF-PPR for FY 2011

Welcome Barbara Dunn to **HRSA EHB utl6 environment** (Last login date and time 5/27/2010 11:45:00 AM)

**Appendices**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Upload the completed document using the 'Attach' button. After uploading, you can delete the attachment (if needed) by selecting it and clicking "Delete" button. Ple... ([Show Full Instruction](#))

**Progress Report Tracking# 00088562**

**Progress Report Process**

**Overview**  
 Status  
**Basic Information**  
 - SF-PPR  
 - SF-PPR-2  
 - Performance Narrative  
**Budget Information**  
 - Budget Details  
 - Budget Narrative  
**Other Information**  
 ▶ **Appendices**  
**Review and Submit**  
 - Review  
 - Submit

**Return Home**  
 - View Portfolio

**APPENDICES** Status: **Complete**

Select	Purpose	Document Name	Size	Uploaded By	Description
<input checked="" type="radio"/>	Attachment 4 - Position Descriptions for Key Management Staff	<a href="#">Position Descriptions</a>	364 Bytes	Barbara Dunn on 6/1/2010 2:21:41 PM	Position Descriptions

8. At this point, you can:
  - Click the [hyperlinked name](#) of a listed document to view it.
  - Click **Attach** to attach additional appendix documents, by following steps 1 through 7 ([above](#)).
  - Select a document and click **Update Description** to change the document's description via the **Update Description Page** (Figure 34). (After you update the description, you must click **Update Description** on this page to complete the process.
  - Select a document and click **Delete** to delete the selected attachment.
9. When you are finished attaching your Appendix documents, click **Save and Continue** to save the information and proceed to the **Review Page for Entire Progress Report** (Figure 36).

Figure 34: Update Description Page

U.S. Department of Health and Human Services

**HRSA**

Health Resources and Services Administration

E-HANDBOOK HOME

H2A: (93.211)

SF-PPR for FY 2011

HELP

Welcome Barbara Dunn to HRSA EHB utl6 environment (Last login date and time 5/27/2010 11:45:00 AM)

**Appendices**  
[home](#) | [contact us](#) | [help](#) | [questions/comments](#)

**Progress Report Tracking#**  
**00088562**

**Progress Report Process**  
**Overview**  
[Status](#)  
**Basic Information**  
[SF-PPR](#)  
[SF-PPR-2](#)  
[Performance Narrative](#)  
**Budget Information**  
[Budget Details](#)  
[Budget Narrative](#)  
**Other Information**  
[Appendices](#)  
**Review and Submit**  
[Review](#)  
[Submit](#)

[Return Home](#)  
[View Portfolio](#)

**UPDATE DESCRIPTION**  
 New Description (Maximum 500 characters)
 

User IDs used in creating this document.

Cancel

Update Description

**Attached Document**

Purpose	Document Name	Size	Uploaded By	Description
Attachment 4 - Position Descriptions for Key Management Staff	<a href="#">Position Descriptions</a>	364 Bytes	Barbara Dunn on 6/1/2010 2:21:41 PM	Position Descriptions

[Acceptable Use Policy](#)

### 3.3. Program Specific Information

Depending on the type of grant program, your Progress Report may not contain a Program Specific Information section.

If your program's Progress Report contains a Program Specific Information section, click the [Program Specific Information](#) link in the left menu and then follow the instructions on the screens to complete this section.

### 3.4. Review the Progress Report

The **Status Overview Page for the Entire Progress Report** (Figure 35) shows the completion status of each Progress Report form. All forms must be complete before you can submit your Progress Report.

**Figure 35: SAMPLE Status Overview Page for the Entire Progress Report**

**HRSA** H2A: (93.211)  
 SF-PPR for FY 2011

Welcome Allison Mckenrick to HRSA EHB utl16 environment (Last login date and time 3/7/2011 5:26:00 PM)

**Status**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

The table below shows the status of the progress report. The progress report is currently **INCOMPLETE** and cannot be submitted in it's current state.

**STATUS OVERVIEW**

**NCC PROGRESS REPORT PROCESS STATUS**

Deadline	Mar 21 2011 5:00PM (You have <b>12</b> days to complete and submit the application.)	
Created On	3/7/2011 5:14:18 PM	
Last Updated By	N/A	

View: Users

	Action	Status
Basic Information	<a href="#">Update</a>	COMPLETE
SF-PPR-1	<a href="#">Update</a>	COMPLETE
SF-PPR-2 (Cover Page Continuation)	<a href="#">Update</a>	COMPLETE
Performance Narrative	<a href="#">Update</a>	COMPLETE
Budget Information		
Budget Details		COMPLETE
Support Year 1	<a href="#">Update</a>	COMPLETE
Support Year 2	<a href="#">Update</a>	COMPLETE
Budget Narrative	<a href="#">Update</a>	COMPLETE
Other Information		
Appendices	<a href="#">Update</a>	COMPLETE

**Progress Report Tracking# 00088562**

**Progress Report Process**

- Overview
- Status
- Basic Information
  - SF-PPR
  - SF-PPR-2
  - Performance Narrative
- Budget Information
  - Budget Details
  - Budget Narrative
- Other Information
  - Appendices
- Review and Submit
  - [Review](#)
  - [Submit](#)

**Return Home**

- [View Portfolio](#)
- [Home](#)

**Logout**

**Callout Box:**

- Click [Review](#) to open the Review page for the entire Progress Report.
- Click [Submit](#) to start the submission process

This status screen may appear differently, depending on your program.

- ❖ To view or print any Progress Report form, click [Review](#) in the **Review and Submit** section on the side menu (Figure 35).
  - ▶ The **Review Page for Entire Progress Report** will open in a Table of Content format (Figure 36).

**Figure 36: SAMPLE Review Page for Entire Progress Report**

Welcome Allison McKenrick to HRSA EHB utl16 environment (Last login date and time 3/7/2011 5:26:00 PM)

**Review**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

The progress report has not been submitted to HRSA as yet.

The following is the table of contents of the progress report. Click on "Print" button for a printable version of this page. For a printable version of all the HTML forms (forms only, no attachments), click on "Print All HTML Forms" button. You must print each attachment individually.

To print the entire progress report (HTML forms and attachments), click on "Print All HTML Forms" button. You must print each attachment individually. Important instructions BEFORE you use this feature.

Click **Print All HTML Forms** to get a printable copy of all HTML forms.

Print    Print All HTML Forms

Section	Type	Action
<b>Basic Information</b>		
SF-PPR	HTML	<a href="#">View</a>
SF-PPR-2 (Cover Page Continuation)	HTML	<a href="#">View</a>
Performance Narrative	DOCUMENT	Not Available
<b>Budget Information</b>		
SF-424A Budget Information - Non-Construction Programs	HTML	<a href="#">View</a>
Budget Narrative	DOCUMENT	Not Available
<b>Appendices</b>		
Attachment 1 -Program Narrative Update		Not Available
Attachment 2 -Service Area Map		Not Available
Attachment 3 -Organizational Chart		Not Available
Attachment 4 -Position Descriptions for Key Management Staff	DOCUMENT	Not Available
Attachment 5 -Biographical Sketches for Key Management Staff	DOCUMENT	Not Available
Attachment 6 -Action Plan Summary	DOCUMENT	Not Available
Attachment 7 -Other Relevant Documents	DOCUMENT	Not Available
Attachment 8	DOCUMENT	Not Available
Attachment 9	DOCUMENT	Not Available
Attachment 10	DOCUMENT	Not Available
Attachment 11	DOCUMENT	Not Available
Attachment 12	DOCUMENT	Not Available
Attachment 13	DOCUMENT	Not Available
Attachment 14	DOCUMENT	Not Available
Attachment 15	DOCUMENT	Not Available

Click [View](#) links to view individual sections of your Progress Report.

Proceed To Submit

- ❖ The Table of Contents lists all sections in the Progress Report.
  - Use the [View](#) links in the Action column to view any section.
  - Click **Print** to get a printable version of the Table of Contents.
  - Click **Print All HTML Forms** to print all forms that are HTML i.e. which were not filled using attachments. Attachments can be printed by clicking on individual [View](#) link for DOCUMENT (attachment) type forms and then printing the document.
  - Click **Proceed to Submit** to go to the **Submit Page** (Figure 37) to [initiate the Submit Progress Report process starting with step 2.](#)

### 3.5. Submit Progress Report

Once all forms are complete, the Progress Report can be submitted to HRSA.

To submit the Progress Report, you must have the 'Submit' privilege.

1. Click **Submit** under **Review and Submit** on the Progress Report's side menu (Figure 12), to access the **Submit Page** (Figure 37) if it is not already displayed.

If all the forms are marked **COMPLETE**, the **Submit Page** will have a **Submit to HRSA** button on the bottom of the screen.

**Figure 37: SAMPLE Submit Page**

**HRSA** H2A: (93.211)  
 SF-PPR for FY 2011

Welcome Allison Mckenrick to **HRSA EHB utl16 environment** (Last login date and time 3/7/2011 5:26:00 PM)  
**Submit**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

The table below shows the status of the progress report. The progress report is currently **INCOMPLETE** and cannot be submitted in it's current state.

SUBMIT REQUEST		
<b>NCC PROGRESS REPORT PROCESS STATUS</b>		
Deadline	Mar 21 2011 5:00PM (You have <b>12</b> days to complete and submit the application.)	
Created On	3/7/2011 5:14:18 PM	
Last Updated By	N/A	
<a href="#">View: NCC Progress Report</a>		
<b>NCC PROGRESS REPORT FORM STATUS</b>		
Section	Action	Status
<b>Basic Information</b>		
SF-PPR	<a href="#">Update</a>	COMPLETE
SF-PPR-2 (Cover Page Continuation)	<a href="#">Update</a>	COMPLETE
Performance Narrative	<a href="#">Update</a>	COMPLETE
<b>Budget Information</b>		
Budget Details		COMPLETE
Support Year 1	<a href="#">Update</a>	COMPLETE
Support Year 2	<a href="#">Update</a>	COMPLETE
Budget Narrative	<a href="#">Update</a>	COMPLETE
<b>Other Information</b>		
Appendices	<a href="#">Update</a>	COMPLETE

**Submit to HRSA**

2. Click the **Submit to HRSA** button.  
 ► The **Submit – NCC Progress Report Certification Page** (Figure 38) will be displayed.



**Figure 38: SAMPLE Submit – NCC Progress Report Certification Page**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

H2A: (93.211)  
 SF-PPR for FY 2011

Welcome Melinda Binder to **HRSA EHB ut16 environment** (Last login date and time 5/26/2010 5:16:00 PM)  
**Submit**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

**Progress Report Tracking# 00088562**

**Progress Report Process**

- Overview
- Status
- Basic Information
  - SF-PPR
  - SF-PPR-2
- Performance Narrative
- Budget Information
  - Budget Details
  - Budget Narrative
- Other Information
  - Appendices
- Review and Submit
  - Review
  - Submit

**Note: This is a confirmation page! You MUST click on the appropriate button to complete your action..**

You have chosen to submit this report to HRSA. Please check the box to electronically sign the Noncompeting Continuation (NCC) Progress Report. Click on the 'Submit Report' button below to submit the report. If you do not wish to submit the (NCC) Progress Report at this time, click on the 'Cancel' button to return to the previous screen.

Fields marked with an asterisk (\*) are required.

**\*NCC PROGRESS REPORT CERTIFICATION**

I certify to the best of my knowledge and belief that the information provided in this progress report is true and correct. [View Report](#)

☐ Please check the box to electronically sign the NCC Progress Report

[Cancel](#) [Submit Report](#)

[Return Home](#)

3. Check the box to electronically sign the Progress Report.
4. Click the [Submit Report](#) button to submit your Progress Report to HRSA.  
 ► The **NCC Progress Report Confirmation Page** (Figure 39) will be displayed.

**Figure 39: NCC Progress Report Confirmation Page**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

H2A: (93.211)  
 SF-PPR for FY 2011

Welcome Melinda Binder to **HRSA EHB ut16 environment** (Last login date and time 5/26/2010 5:16:00 PM)  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

[Print](#)

✓ **NCC Progress Report was successfully submitted and received by HRSA.**

**The tracking number for your submission is listed below. Please keep record of the tracking number for future reference.**

Your progress report will now be sent for review. During this process you may be contacted by the reviewer for additional questions related to your submission. All such questions will be directed to the contact person that you have specified in your progress report.

All technical/system issues should be directed to the BPHC helpline at 877-Go4-HRSA/877-464-4772;301-998-7373 or Email at [CallCenter@HRSA.GOV](mailto:CallCenter@HRSA.GOV) from 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday

Submitted on Date and Time	3/7/2011 5:14:18 PM
Submitted By	Melinda Binder
Tracking Number	00088652

[Go To Noncompeting Continuation List Page](#)

5. Take note of the Tracking number
  - You may optionally print the confirmation page by clicking the [Print](#) button.

- Click the [Go to Noncompeting Continuation List Page](#) to go to the **Noncompeting Continuations Page** (Figure 6) to view additional grants for which you can begin or edit other Progress Reports.

### 3.6. Submitting Revised Progress Report

#### 3.6.1 Edit and Submit Change-Requested Progress Reports

Sometimes, after you submit a Progress Report, a HRSA reviewer may request that you revise the contents provided in the Progress Report.

If your Progress Report is *Change-Requested*, you will receive a *Change-Request Email*, similar to the one displayed below asking you to make specific revisions in the report:

**Figure 40: Sample Change-Request Email**

**From:** reitester1@hotmail.com [mailto:reitester1@hotmail.com]

**Sent:** Tuesday, June 15, 2011 1:23 PM

**To:** Vaibhavi Patel

**Subject:** Noncompeting Continuation for Grant # H2AIT16616 - Change Requested by HRSA

A Change Request for Noncompeting Continuation has been requested by HRSA. Following are the details:

Grant Number **H2AIT16616**

Grantee Name: UNIVERSITY OF ARKANSAS FOR MEDICAL SERVICES

Tracking Number: **88652**

Budget Period: 12/1/2010-11/30/2011

Submitted on: 3/7/2011

Following Comments were added by the HRSA Reviewer for your information:  
Please change the budget summary.

This deliverable can be accessed in the EHBs by clicking the following link:

<https://hrsautl5.reisys.com/webExternal/PostAward/deliverables.asp?deliverableTypeCode=3&DeliverableScheduleStatus=1,2,4>

This Request will also be available in EHBs from the "Noncompeting Continuations" under Submissions sections of the Grant Hand Book. If you have any questions, please contact your project officer (PO).

For any questions regarding online submission, please contact the call center at 877-Go4-HRSA/877-464-4772/301-998-7373 or Email at [CallCenter@HRSA.GOV](mailto:CallCenter@HRSA.GOV).

NOTE: This is a system generated message. Please do not respond to this message.  
The mail was generated in the Development environment

After you receive the email you will need to edit and re-submit the Progress Report noted in the email message.

- On the **'HRSA EHB Home (Welcome)' Page**, click the [View Portfolio](#) link under the **Grants Portfolio** heading on the left side menu.
- The **View Portfolio Page** (Figure 41) will be displayed.

Figure 41: View Portfolio Page

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

Welcome Wilbur Hitt to HRSA EHB utl16 environment (Last login date and time 3/9/2011 4:18:00 PM)

**View Portfolio**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#) | [new knowledge base](#)

Following are the grants for which you have been registered either as a project director or an employee. Click on the "Open Grant Handbook" link to manage a grant.

**GRANTS LIST**

H2AIT16616: Telehealth Network Grant Program		Last Award Issued on: 10/15/2010	
Project Period	9/1/2009-8/31/2012	Budget Period	9/1/2010-8/31/2011
CRS EIN	1716046242A1	Number of Support Years	2
Project Director	Wilbur C Hitt, Email: reitester1@hotmail.com, Phone: (501) 296-1277		
Grant Contact	LaShawna Smith, Email: reitester1@hotmail.com, Phone: (301) 443-4241		
Program Contact	Carlos Mena, Email: reitester1@hotmail.com, Phone: (301) 443-3198		

[Open Grant Handbook](#)

- Click the [Open Grant Handbook](#) link for the grant number that was noted in the *Change-Request Email*.
- The 'Welcome Page' for the Grant Handbook (Figure 5) corresponding to the link you clicked will be displayed.

Note that the screen contains a different left side menu than it did before.

Depending on your program, your 'Welcome Page' for the Grant Handbook may appear differently, and may not contain all the left side menu items listed in this figure.

- Click the [Noncompeting Continuations](#) link under the **Submissions** heading on the left side menu.
- The **Noncompeting Continuations Page** (Figure 42) will be displayed.

Note that the *Schedule Status* for the *Change-Requested* Progress Report states **Change requested** at the top of its Progress Report information table.

Figure 42: Noncompeting Continuations Page

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

Welcome Wilbur Hitt to HRSA EHB utl16 environment (Last login date and time 3/9/2011 4:18:00 PM)

**Noncompeting Continuations**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#) | [new knowledge base](#)

Following is the list of noncompeting continuation applications. To search through noncompeting continuation applications, click on the "Search" button.

Displaying 1-1 of 1

**NONCOMPETING CONTINUATION**

Input Parameters: ([Show Parameters](#))

Noncompeting Continuation Progress Report		Schedule Status: <b>Change requested</b>	
Type	Noncompeting Continuations	Due Date	3/15/2011 5:00:00 PM Due In: 6 days
Available Date	1/15/2011	Submission Tracking Number	00088652
Reporting Cycle	Budget Period Start Date	Reporting Period	Sep 1 2011 12:00AM
Online Submission	Yes (Preferred)	Submission Status	Not Started
Started by	Wilbur Hitt on 3/9/2011 4:11:49 PM		

[Submit Submission](#) | [Edit Submission](#) | [View Submission](#)

Page 1

Once you click the [Edit Submission](#) link, and you return to this page, the *Schedule Status* will change to *In Progress*.

7. Click the [Edit Submission](#) link for the Progress report that corresponds to the tracking number noted in the *Change-Request Email*.
8. The **Status Page (for Progress Report)** will be displayed.

Note that the screen contains a different left side menu than it did before. Use this left menu to navigate through the progress report.

Depending on your program, you may see one of the types of **Status Page (for Progress Report)** screens listed below (Figure 7, Figure 8, Figure 9, Figure 10).

9. Click the [Update](#) link for the section you need to revise, as per the HRSA reviewer's comments in the Change Request Email (Figure 40).  
► The corresponding page will be displayed.

Refer to section [3.2 Standard Forms \(SF-PPR\)](#) (on page 16) for details on entering the information.

10. If your *program's Progress Report contains Program Specific Information*, click the [Update](#) link next to Program Specific Information, to enter or revise any of the program specific forms,  
► The **Status Page (for Program Specific Information)** will be displayed (not shown).

Depending on the type of grant program, there may NOT be a section for Program Specific Information. In this case, instead of completing the Program Specific Information, a Performance Narrative will need to be uploaded as part of the progress report.

11. Submit the revised Progress Report.

Refer to section [3.5 Submit Progress Report](#) (on page 40) for the details of re-submitting the Progress Report.

### 3.6.2 Cancelled (Overridden) Change Requests

Sometimes a HRSA reviewer may review a Progress Report and decide to cancel (i.e., 'override') a Change Request. This can occur after you have resubmitted a change-requested Progress Report, or if you have not yet responded to a previous change-request in a timely manner.

Overriding Change Request action from HRSA reviewer will result in the grantee not being able to make revisions in the progress report. Further, the last submitted progress report will be considered for review by HRSA.

If your Progress Report is *Change-Requested (Overridden)*, you will receive a *Change-Request Cancellation Email*, similar to the one displayed below:

**Figure 43: Sample Change-Request Cancellation Email**

**From:** reitester1@hotmail.com [mailto:reitester1@hotmail.com]  
**Sent:** Tuesday, June 15, 2011 12:29 PM  
**To:** Vaibhavi Patel  
**Subject:** Noncompeting Continuation for Grant # H2AIT16616 - Change Requested by HRSA

A Change Request for Noncompeting Continuation has been cancelled by HRSA. You will no longer be able to update this request. Following are the details:

Grant Number **H2AIT16616**  
Grantee Name: UNIVERSITY OF ARKANSAS FOR MEDICAL SERVICES

Tracking Number **88652**  
Budget Period: 12/1/2010-11/30/2011

Submitted on: 3/7/2011

Following Comments were added by the HRSA Reviewer for your information:

This Request will also be available in EHBs from the "Noncompeting Continuations" under Submissions sections of the Grant Hand Book. If you have any questions, please contact your Project Officer (PO).

For any questions regarding online submission, please contact the call center at 877-Go4-HRSA/877-464-4772/301-998-7373 or Email at CallCenter@HRSA.GOV.

NOTE: This is a system generated message. Please do not respond to this message.

The mail was generated in the Development environment The mail was generated in the Development environment

After you receive this email, you will not be able to make revisions in the Progress Report. You will still be able to view the Progress Report. Since the Progress Report is in a submitted status you will have to first search for it before you can view it.

1. Follow [steps 1 – 5](#) in section [3.6.1 Edit and Submit Change-Requested Progress Reports](#) (on page 42).
2. The **Noncompeting Continuations Page** (Figure 44) will be displayed.

The page will probably state that “there are no records matching the search criteria listed above”

**Figure 44: Noncompeting Continuations Page**

The screenshot displays the HRSA Electronic Handbooks for Applicants/Grantee interface. The header includes the HRSA logo and the text "HRSA Electronic Handbooks for Applicants/Grantee" and "University of Arkansas for Medical Sciences, Little Rock, AR". A welcome message for Carla Pellerin is shown, along with a "Noncompeting Continuations" section containing links for home, logout, contact us, glossary, help, and questions/comments. A search bar with a "Search" button is present. Below the search bar, a blue header reads "NONCOMPETING CONTINUATION". The main content area states: "Input Parameters: (Show Parameters)" and "No records were found matching the search criteria listed above. Click on the 'Search' button to refine the criteria." A link for "Acceptable Use Policy" is at the bottom. A left sidebar contains a "Grant Menu" with various options like Overview, View Awards, Administer, and Submissions, as well as "Return Home", "View Portfolio", and "Home" buttons. A "Logout" button is at the bottom left.

3. Click the **Search** button.
4. The **Search Parameters Page** (Figure 45) will be displayed.

Figure 45: Search Parameters Page

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee  
 University of Arkansas for Medical Sciences, Little Rock, AR

Welcome Carla Pellerin to **HRSA EHB ut15 environment** (Last login date and time 6/30/2010 12:41:00 PM)  
**Noncompeting Continuations**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Enter the criteria to be used to search for noncompeting continuation applications and their corresponding statuses. Once done, click on the "Search" button.

NONCOMPETING CONTINUATION	
Search Parameters	
<u>Schedule Status</u> (To select multiple, hold the Ctrl key and then select from the list.)	<input type="button" value="All"/> <input type="button" value="Not Started"/> <input type="button" value="In Progress"/> <input type="button" value="Submitted"/>
Submission Due Date	From (mm/dd/yyyy): <input type="text"/> <input type="text"/> <input type="text"/> To (mm/dd/yyyy): <input type="text"/> <input type="text"/> <input type="text"/>
<u>Submission Coming up within (days)</u>	<input type="button" value="All"/>
<u>Reporting Cycle</u> (To select multiple, hold the Ctrl key and then select from the list.)	<input type="button" value="All"/> <input type="button" value="Budget Period"/> <input type="button" value="Project Period"/> <input type="button" value="Fiscal Year"/>
Results per Page	<input type="button" value="10"/>

**Grant Handbook**  
 H2AIT16616

**Grant Menu**

- Overview
- View Awards**
  - Last NGA
  - Award History
- Approved Scope**
  - Services
  - Sites
  - Other Activities and Locations
- Administer**
  - New/Existing Users
- Change Grant**
  - New/Existing CIS
  - Legacy CIS
- Submissions**
  - Monitor Schedules**
  - Noncompeting Continuations
  - Performance Reports
  - Progress Reports
  - Other Submissions
- Prior Approval Requests**
  - New/Existing

**Return Home**

- [View Portfolio](#)
- [Home](#)

[Logout](#)

5. Select **All** for **Schedule Status**, and click the **Search** button.
6. The **Noncompeting Continuations Page** (Figure 46) will be displayed, listing all your Progress Reports, including the submitted reports.



Figure 46: Noncompeting Continuations Page

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee  
 University of Arkansas for Medical Sciences, Little Rock, AR

Welcome Carla Pellerin to HRSA EHB ut15 environment (Last login date and time 6/30/2010 12:41:00 PM)  
**Noncompeting Continuations**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Following is the list of noncompeting continuation applications. To search through noncompeting continuation applications, click on the "Search" button.

Displaying 1-3 of 3


NONCOMPETING CONTINUATION			
Input Parameters: ( <a href="#">Show Parameters</a> )			
<b>Noncompeting Continuation Progress Report</b>			<b>Schedule Status: Submitted</b>
Type	Noncompeting Continuations		Due Date 7/1/2010
Available Date	6/3/2010 7:01:46 PM	Submission Tracking Number	00078615
Reporting Cycle	Budget Period Start Date	Reporting Period	12/01/2010
Online Submission	Yes (Preferred)	Submission Status	Change Requested(Overridden)
Started by	Carla Pellerin on 6/9/2010 2:13:31 PM	Submitted by	Carla Pellerin on 6/30/2010 2:05:21 PM
<a href="#">View Submission</a>			
<b>Noncompeting Continuation Application</b>			<b>Schedule Status: Submitted</b>
Type	Noncompeting Continuations		Due Date 8/1/2008 8:00:00 PM
Available Date	7/16/2008 1:41:50 PM	Submission Tracking Number	00054803
Reporting Cycle	Budget Period Start Date	Reporting Period	12/01/2008
Online Submission	Yes (Required)	Submission Status	Submitted to HRSA
Started by	Carla Pellerin on 7/24/2008 9:04:30 AM	Submitted by	Carla Pellerin on 7/31/2008 5:39:27 PM
<a href="#">View Submission</a>			
<b>Noncompeting Continuation Application</b>			<b>Schedule Status: Submitted</b>
Type	Noncompeting Continuations		Due Date 8/3/2007 8:00:00 PM
Available Date	7/27/2007 10:50:57 AM	Submission Tracking Number	00045821
Reporting Cycle	Budget Period Start Date	Reporting Period	12/01/2007
Online Submission	Yes (Required)	Submission Status	Submitted to HRSA
Started by	Temesheila Wade on 8/1/2007 4:35:40 PM	Submitted by	Temesheila Wade on 8/3/2007 1:10:42 PM
<a href="#">View Submission</a>			

Page 1

7. Click the [View Submission](#) link for the Progress Report that corresponds to the tracking number noted in the *Change-Request Cancellation Email*.
8. The **Review Page for Entire Progress Report** will open in a Table of Content format (Figure 36).
9. You can now perform the following actions:
  - Use the [View](#) links in the Action column to view any section.
  - Click **Print** to get a printable version of the Table of Contents.
  - Click **Print All HTML Forms** to print all forms that are HTML i.e. which were not filled using attachments. Attachments can be printed by clicking on individual [View](#) link for DOCUMENT (attachment) type forms and then printing the document.
  - Click **Proceed to Submit** to go to the **Status Overview Page for the Entire Progress Report** (Figure 37) to initiate the Submit Progress Report process.



## 4. Customer Support Information

 Use your Application Tracking Number for all correspondence.

### 4.1. BPHC Help Desk

For assistance with completing Standard and Program Specific forms within the application, please contact BPHC Help Desk:

- By email: [BPHCHELPLINE@hrsa.gov](mailto:BPHCHELPLINE@hrsa.gov)
- OR
- By Phone: 1-877-974-BPHC (2742) (between 9:00 am to 5:30 pm ET)

**DO NOT call the BPHC Help Desk for any questions on application Guidance or Programmatic questions that you might have when completing your application**

### 4.2. HRSA Call Center

For assistance with registering in HRSA EHBs, or access/password related issues please call the HRSA Call Center:

- By Phone: 877-GO4-HRSA (877-464-4772) or 301-998-7373 (between 9:00 am to 5:30 pm ET)
- OR
- By Email: [callcenter@hrsa.gov](mailto:callcenter@hrsa.gov)

Please visit HRSA EHBs for additional online help.

- Go to: <https://grants.hrsa.gov/webexternal/home.asp>
- Click on 'Help'

**DO NOT call the Call Center for any questions on application Guidance or Programmatic questions that you might have when completing your application**

### 4.3. HRSA Program Support

For any questions on application guidance or programmatic questions that you might have when completing your application, please contact the Program Point of Contact within Bureau of Primary Health Care (BPHC) Office of Policy and Program Development (OPPD) - as noted within the application guidance.

## 5. FAQs

### 5.1. Software

#### 5.1.1 What are the software requirements for HRSA EHBs?

HRSA EHBs can be accessed over the Internet using Internet Explorer (IE) v5.0 and above and Netscape 4.72 and above. HRSA EHBs are 508 compliant.

IE 6.0 and above is the recommended browser.

HRSA EHBs use pop-up screens to allow users to view or work on multiple screens. Ensure that your browser settings allow for pop-ups.

In addition, to view attachments such as Word and PDF, you will need appropriate viewers.

#### 5.1.2 What are the system requirements for using HRSA EHBs on a Macintosh computer?

Mac users are requested to download the latest version of Netscape for their OS version. It is recommended that Safari v1.2.4 and above or Netscape v7.2 and above be used.

Note that Internet Explorer (IE) for Mac has known issues with SSL and Microsoft is no longer supporting IE for Mac. HRSA EHBs do not work on IE for Mac.

In addition, to view attachments such as Word and PDF, you will need appropriate viewers.

#### 5.1.3 What are the software requirements for GAAM?

Refer to the software requirements for HRSA EHBs. In addition, you will need Microsoft Word to complete GAAM unstructured forms.

#### 5.1.4 What document types can I upload?

The following document types are supported in HRSA EHBs:

.DOC - Microsoft Word

.RTF - Rich Text Format

.TXT - Text

.WPD - Word Perfect Document

.PDF - Adobe Portable Document Format

.XLS - Microsoft Excel



**HRSA EHBs currently do not support MS Office 2007 formats (.docx, .xlsx, etc).**